

# NOTICE

U.S. Department of Transportation  
Federal Aviation Administration

CT N 1100.34

3/17/95

Cancellation

Date: 3/17/96

SUBJ: FAA TECHNICAL CENTER REORGANIZATION

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1. **PURPOSE.** This notice announces the FAA Technical Center's reorganization which is a part of the FAA reorganization approved by the Administrator on January 10, 1995. It authorizes the official establishment and implementation of the FAA Technical Center's new organizational structure in all related informational and operational systems.
2. **DISTRIBUTION.** This notice is distributed to the division level in Washington, regions, and centers.
3. **REFERENCE.** FAA N 1100.232, Associate Administrator for Research & Acquisitions Organization, dated January 10, 1995.
4. **CANCELLATION.** CT N 1100.33, FAA Technical Center Administrative Reorganization - Interim, dated January 23, 1995, is canceled.
5. **BACKGROUND.** The Administrator approved the Associate Administrator for Research & Acquisitions organization, giving it executive direction over the FAA Technical Center. The FAA Technical Center developed and obtained approval to implement the organizational structure contained in Appendix I.
6. **EXPLANATION.** This notice contains the general outline of the changes in the FAA Technical Center's organizational structure. Detailed revisions to the various organizational directives are being prepared for approval by the appropriate officials in accordance with the delegation of authority for organizational change. The proposed FAA Technical Center organizational structure is defined in Appendix 1, FAA Technical Center Organizational Structure.
  - a. Each service organization is abolished.
  - b. Functions formerly assigned to the services are transferred to newly established divisions.
  - c. The Airport Management and Emergency Operations Staff, ACT-6, is abolished and its functions reassigned to the Airport Management and Emergency Operations Division.
  - d. The public affairs functions are straightlined to Washington Headquarters.
  - e. These functions are transferred to the newly established Office of Aviation Research in Washington Headquarters:
    - (1) Aviation security research and development from the former FAA Technical Center's Aviation Security Research and Development Service, ACA;
    - (2) Airport and aircraft safety research and development from the former FAA Technical Center's Engineering, Research, and Development Service, ACD; and
    - (3) Research and technology applications from the former FAA Technical Center's Office of Research and Technology Applications, ACL.

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Distribution: A-Z-8, including tenants; A-WXY-2

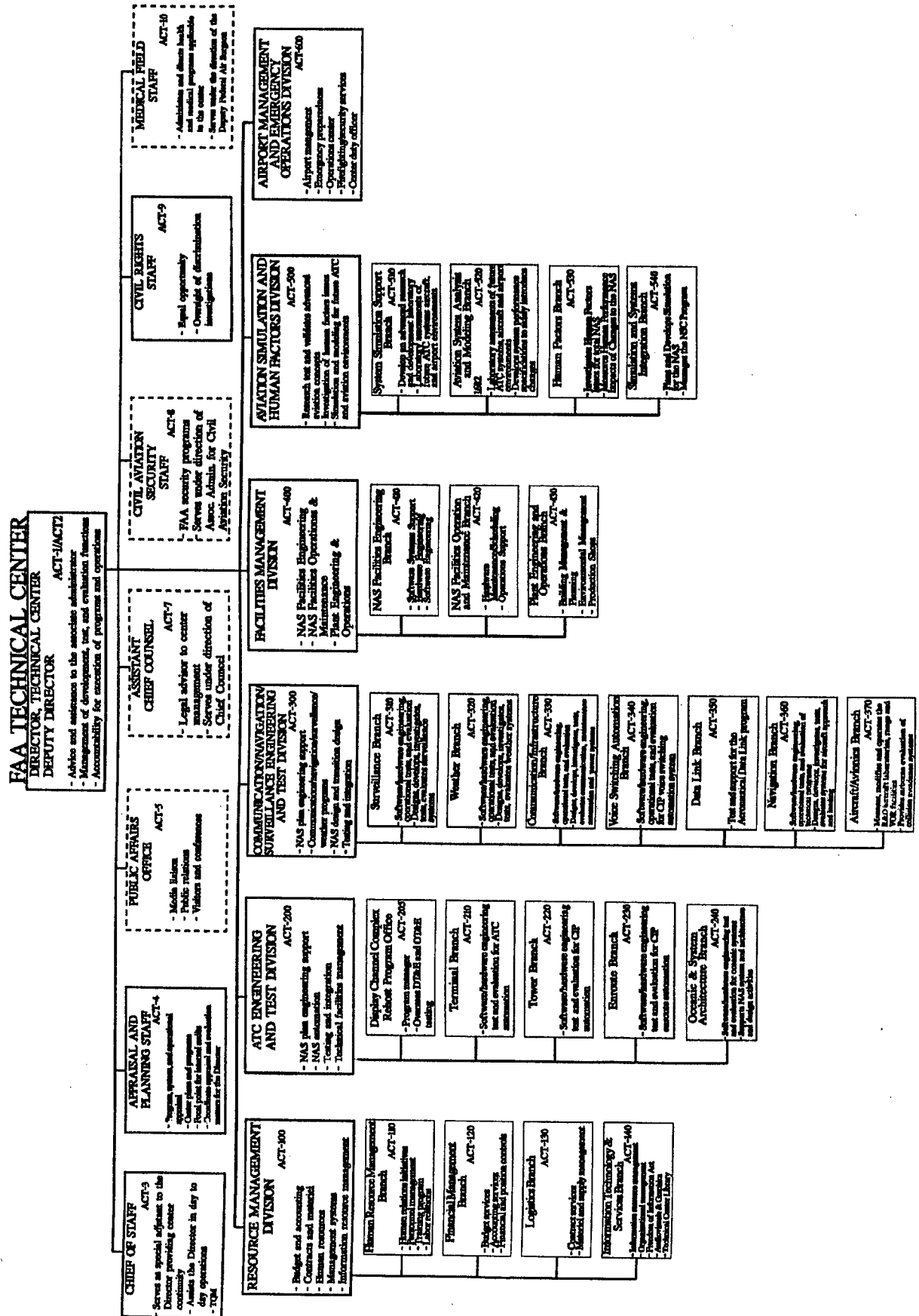
Initiated By: ACM-710

7. IMPLEMENTATION. A change to Chapter 16 of Order 1100.5C, FAA Organization - Field, has been submitted for approval. A determination order will be issued to assign personnel and resources to the new organizations. On the effective date of the determination order, all organizations officially will begin using the new organizational titles and routing symbols listed in Appendix 2. Order CT 1100.7F, FAA Technical Center Organizational Handbook, will be updated based on the approved change to Order 1100.5C.

8. DELEGATION OF AUTHORITY. This organizational change does not reduce the delegation of authority associated with FAA Technical Center functions and operations. Approval thresholds (dollar amount for acquisitions, for example) remain the same for the Center Director and division, branch, section, and unit managers/supervisors as prior to the reorganization; i.e. division managers are delegated the same authority granted to the former service directors, and so on for the comparable organizational components within the divisions.



Frank H. Elbertson  
Acting Director, Technical Center





## ROUTING SYMBOLS TO BE USED FOR MAIL/DISTRIBUTION SERVICES

<u>Symbol</u>	<u>Addressee/Title</u>
ACT-1	Office of the Director
ACT-1A	Program Analyst-Cultural Diversity
ACT-1W	Special Assistant to the Center Director
ACT-2	Office of the Deputy Director
ACT-3	Office of the Chief of Staff
ACT-4	Appraisal and Planning Staff
ACT-5	Public Affairs Staff
ACT-7	Assistant Chief Counsel
ACT-8	Civil Aviation Security Staff
ACT-9	Civil Rights Staff
ACT-10	Medical Field Staff
ACT-100	Resource Management Division
ACT-102	Special Assistant
ACT-110	Human Resource Management Branch
ACT-110A	Customer Service Team A
ACT-110B	Customer Service Team B
ACT-110C	HRM Automation Team
ACT-120	Financial Management Branch
ACT-121	Budget Section
ACT-122	Accounting Section
ACT-122A	Accounting Operations
ACT-122B	Financial Control and Cost Accounting
ACT-130	Logistics Branch
ACT-130A	Small Business Coordinator
ACT-131	Contracts Section
ACT-131A	Research/Support Acquisition Team
ACT-131B	Engineering/Support Acquisition Team
ACT-132	Materiel Section
ACT-132A	Materiel Handling Unit
ACT-132A.1	Warehousing
ACT-132A.2	Shipping and Receiving
ACT-132A.3	Customer Service Support Store
ACT-132A.4	Aircraft Support
ACT-132B	Materiel Management Unit
ACT-132B.1	Property Management
ACT-132B.2	Cataloging
ACT-132B.3	Inventory Management and Document Control
ACT-132B.4	Property Disposal
ACT-132C	PC Repair Team
ACT-140	Information Technology and Services Branch
ACT-141	Standards and Services Section
ACT-141A	Technical Library
ACT-141B	NAS Documentation Facility
ACT-141C	Printing
ACT-142	Information Technology and Systems Section
ACT-143	Imaging Technology Section

## ROUTING SYMBOLS TO BE USED FOR MAIL/DISTRIBUTION SERVICES (Continued)

<u>Symbol</u>	<u>Addressee/Title</u>
ACT-200	ATC Engineering and Test Division
ACT-202	Special Assistant
ACT-203	Administrative Staff
ACT-205	DCCR Program Office
ACT-210	Terminal Branch
ACT-210A	TMS/TSARTS Staff
ACT-211	ARTS II/III (DBRITE/Special Programs Section)
ACT-212	STARS Section
ACT-213	TATCA Section
ACT-220	Tower Branch
ACT-221	Structure/Transition Section
ACT-222	TCCC Section
ACT-223	DUAT/FSAS Section
ACT-230	Enroute Branch
ACT-230A	Enroute Technical Support Staff
ACT-231	Enroute Planning Section
ACT-232	Enroute Test Section
ACT-233	Enroute Analysis Section
ACT-240	Oceanic and Systems Architecture Branch
ACT-241	Oceanic Section
ACT-242	Systems Architecture Section
ACT-300	Communication/Navigation/Surveillance Engineering and Test Division
ACT-302	Special Assistant
ACT-303	Administrative Staff
ACT-304	Program Analysts
ACT-310	Surveillance Branch
ACT-320	Weather Branch
ACT-330	Communication/Infrastructure Branch
ACT-340	Voice Switching Automation Branch
ACT-350	Data Link Branch
ACT-360	Navigation Branch
ACT-370	Aircraft/Avionics Branch
ACT-400	Facilities Management Division
ACT-403	Administrative Staff
ACT-405	Engineering Program Office
ACT-410	NAS Facilities Engineering Branch
ACT-410A	System Software Support Staff
ACT-410B	Program Analyst
ACT-411	Hardware Engineering Section
ACT-412	Software Engineering Section
ACT-420	NAS Facilities Operations and Maintenance Branch
ACT-421	Hardware Maintenance and Scheduling Section
ACT-422	Operations Support Section

## ROUTING SYMBOLS TO BE USED FOR MAIL/DISTRIBUTION SERVICES (Continued)

<u>Symbol</u>	<u>Addressee/Title</u>
ACT-430	Plant Engineering and Operations Branch
ACT-430A	Center Operations and Maintenance (COMS) Staff
ACT-430B	Program Analyst
ACT-431	Engineering and Design Section
ACT-432	Building Management and Planning Section
ACT-433	Production Section
ACT-434	Environmental Section
ACT-500	Aviation Simulation and Human Factors Division
ACT-502	Special Assistant
ACT-503	Administrative Staff
ACT-504	Program Office
ACT-510	System Simulation Support Branch
ACT-520	Aviation System Analysis and Modeling Branch
ACT-530	Human Factors Branch
ACT-540	Simulation and Systems Integration Branch
ACT-540A	NSC Program Office
ACT-600	Airport Management and Emergency Operations Division
FAA TENANTS	
AAR-201	Office of Research and Technology Applications
AAR-400	Airport & Aircraft Safety Research and Development Division
AAR-403	Administrative Staff
AAR-404	Program Analysts
AAR-410	Airport Technology Research and Development Branch
AAR-420	Aircraft Safety Research and Development Branch
AAR-421	Flight Safety Research Section
AAR-422	Fire Safety Section
AAR-423	Fire Research Section
AAR-430	Airworthiness Assurance Research and Development Branch
AAR-431	Airframe Structures Section
AAR-432	Propulsion and Systems Section
AAR-433	Maintenance, Inspection, and Repair Section
AAR-500	Aviation Security Research and Development Division
AAR-510	Requirements Analysis and Integration Branch
AAR-520	Systems Development Branch
AOS-30	Operations Support Service Staff
AOS-300	National Enroute Systems Engineering Division
AOS-400	National Terminal Systems Engineering Division
AOS-500	National Data Communication Systems Engineering Division

ROUTING SYMBOLS TO BE USED FOR MAIL/DISTRIBUTION SERVICES (Continued)

<u>Symbol</u>	<u>Addressee/Title</u>
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FAA TENANTS (Continued)

ATQ-1	Office of IOT&E
AFSFO-844.5	Eastern Region-Airway Facilities Sector Field Office-NAV/COM/Radar
AFSFO-844.7	Eastern Region-Airway Facilities Sector Field Office-Computer Operation
AVN-350	ACY Aircraft Service Branch
FIAO	ACY Flight Inspection Area Office
ATC	ATC Tower
WEABU	National Weather Service